



GREENSBORO PARKS & RECREATION DEPARTMENT

Volunteer Position Description

Working Title: Youth Basketball or Football Coach

Primary Purpose of Position: Coaching and instructing youth in basketball or football in a fun environment

Line of Authority: Recreation Center Director

Timeframe: Basketball – 2 hours per week (1 practice and 1 game) from December through early March. Football – 1½ to 2 hours per day up to 8 hours per week from August through November

Estimated Hours: 30-128 hours, depending on the particular sport

Worksite(s): Brown Recreation Center, Craft Recreation Center, Glenwood Recreation Center, Leonard Recreation Center, Lewis Recreation Center, Lindley Recreation Center, Warnersville Recreation Center, Windsor Recreation Center, Peeler Recreation Center or Trotter Recreation Center

Responsibilities & Tasks of Position: To teach the fundamentals of the sport in a fair and fun environment

Experience & Special Skills Requirements: Basic knowledge of sports rules, plays, proper sportsmanship, patience and desire to work with youth of all ages

Physical Requirements: Must be 21 years of age or older

All volunteer coaches must attend a brief coaches meeting at which the Center Director explains the program, the Center's philosophy, and the expectations of the program. All coaches are required to complete a Greensboro Parks & Recreation Volunteer Agreement and a Coaching Application/Contract. Volunteers must submit to a background check. Head football coaches are required to become certified coaches through the National Association of Youth Sports (N.A.Y.S.) as recommended by the Greensboro Parks & Recreation Athletics Division.

Volunteer Position Description

Working Title: Golf Assistants

Primary Purpose of Position: Improve the quality of service to the customers

Line of Authority: Golf Course Manager

Timeframe: Minimum of one 5-hour shift weekly, March 1st through October 31st

Estimated Hours: 160 hours or more

Worksite(s): Gillespie Golf Course, 306 East Florida Street, 336-373-5850

Responsibilities & Tasks of Position: Sweeping, washing golf carts, collecting golf balls, cleaning clubhouse, etc.

Experience & Special Skills Requirements: Commitment and desire to volunteer

Physical Requirements: Must be 18 years or older

All Golf Assistants must attend an initial briefing and complete the Greensboro Parks & Recreation Volunteer Agreement. Volunteers who comply with volunteer requirements are eligible for free rounds of golf as specified by the Golf Course Manager.

Volunteer Position Description

Working Title: Seniors' Unit Volunteers

Primary Purpose of Position: Assist with Senior Games, AHOY Exercise Program, Silver Arts, etc.

Line of Authority: Smith Senior Center Director

Timeframe: Hours are flexible

Estimated Hours: Flexible

Worksite(s): Smith Senior Center, 2401 Fairview Street, 336-375-2237

Responsibilities & Tasks of Position: Share time and enthusiasm with the senior citizens, participating in the Greensboro Seniors' Unit programs. AHOY volunteers usually participate in the classes as well.

Experience & Special Skills Requirements: Depending on the program assigned, have basic knowledge of the skills necessary to teach or judge

Physical Requirements: Must be 21 years or older

All volunteers must attend a briefing, during which the Center Director explains the programs, the Center's philosophy and the expectations of the programs. All volunteers are required to complete a Greensboro Parks & Recreation Volunteer Agreement.

Volunteer Position Description

Working Title: Greensboro Youth Council (GYC) Volunteer

Primary Purpose of Position: Project staff and GYC executive board members

Line of Authority: Greensboro Youth Council Coordinator

Timeframe: Flexible schedule, depending on the event, project or meeting

Estimated Hours: Minimum of 10 hours

Worksite(s): Greensboro Youth Council, 501 Yanceyville Street, 336-373-2738

Responsibilities & Tasks of Position: Ranges from office work to face painting, event preparations, event clean-up, business transactions, scheduling entertainment, etc.

Experience & Special Skills Requirements: None

Physical Requirements: None

All GYC volunteers must fill out an application, attend an orientation, pay a membership fee of \$10 and earn 10 hours of volunteer time within 60 days of attending orientation. The GYC Handbook, available by contacting the GYC office at 336-373-2738, further explains the policies and procedures.

Volunteer Position Description

Working Title: Greensboro Botanical Garden Volunteer

Primary Purpose of Position: Assist in the maintenance of one of the Botanical Gardens

Line of Authority: Garden Supervisor

Timeframe: Year-round

Estimated Hours: Flexible hours

Worksite(s): Greensboro Arboretum – 336-292-2824, Bicentennial Gardens or Bog Garden – 336-297-4162

Responsibilities & Tasks of Position: A variety of maintenance tasks, including pulling weeds, removing debris, planting and pruning

Experience & Special Skills Requirements: Basic knowledge of gardening techniques, ability to work alone or with a group, ability to follow oral and written directions

Physical Requirements: Ability to perform physical tasks in an outdoor environment

All volunteers must complete a Greensboro Parks & Recreation Volunteer Agreement, a Safety Agreement Form, and a Botanical Gardens Volunteer Questionnaire.

Volunteer Position Description

Working Title: MainStream Resources and Camp Joy Volunteer

Primary Purpose of Position: Assist with programs, special events or office tasks

Line of Authority: MainStream Resource Unit Coordinator

Timeframe: Flexible schedule

Estimated Hours: Flexible hours

Worksite(s): MainStream Resources Unit or Camp Joy (summer only) – 336-373-2735 or 336-373-2954

Responsibilities & Tasks of Position: Working with people of all ages with various disabilities in activities such as arts and crafts, swimming, day camps, sports and games, festivals, day trips, dances, etc.

Experience & Special Skills Requirements: None

Physical Requirements: None

All volunteers must complete a Greensboro Parks & Recreation Volunteer Agreement.

Volunteer Position Description

Working Title: Greensboro Watershed Parks Volunteer

Primary Purpose of Position: Assist with programs and special events

Line of Authority: Lakes Supervisor or ranger on duty

Timeframe: Flexible schedule

Estimated Hours: Flexible hours

Worksite: Lake Higgins – 336-643-4295, Lake Brandt – 336-545-5333, or Lake Townsend – 336-375-2232

Responsibilities & Tasks of Position: Assisting with programs offered by the Lakes, various duties during special events offered by the Lakes

Experience & Special Skills Requirements: None

Physical Requirements: Must be able to stand for long periods of time

All volunteers must complete a Greensboro Parks & Recreation Volunteer Agreement